

INTERNAL USE ONLY

56-3211

4 September 1956

MEMORANDUM FOR:

General Counsel
Director of Communications
Comptroller
Director of Logistics
Director of Personnel
Director of Security
Director of Training
Chief, Audit Staff
Chief, Commercial Staff
Chief, Medical Staff
Special Support Assistant to the DD/S
Special Planning Assistant to the DD/S
Chief, Project Administrative Planning Staff
Chief, Management Staff

Document No.	036
No Change In Class.	<input checked="" type="checkbox"/>
Declassified	
Class. Changed to:	TS S C
Next Review Date:	
Auth.	WR 70-3
Date:	16 JAN 1979
By:	611

SUBJECT:

Minutes of Deputy Director (Support) Staff Meeting,
22 August 1956

1. Regarding paragraph 4. of subject minutes, it appears that General Cabell's Office would like to have a copy of everything sent to the Director's Office, whether for information or action.
2. If the paper going forward to the DCI is being transmitted for information only, a copy is routed to the DDCI simultaneously.
3. If the paper requires action, DDCI is added to the distribution and he will receive his copy after the Director has signed as either approving or disapproving.
4. The above instructions will apply even while General Cabell is Acting Director of Central Intelligence.
5. As to attachments, if there is an extra copy of such a document, they would appreciate having it attached to the copy for the DDCI. However, if there is none available, it will not be necessary to make one especially for the DDCI as General Cabell can always borrow the attachment to the Director's copy.

A-ED/S:MKL:mal (4 Sept 56)

Distribution:

- 1 - Each addressee
- 1 - ED/S Subject (*Meeting*)
- ✓ 1 - DD/S Clarks
- 1 - ED/S Reading
- 1 - LAQ, LJR, EFR, MRP, DLC, MKL

H. CARLOS LLOYD
Acting Deputy Director
(Support)

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